

68-3744/2

ND/S 68-5752



November 18, 1968

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Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Dick:

It is with pleasure that we invite you to submit the names of any persons you might wish to nominate for the 15th annual NCSL Career Service Awards. As you know, these awards are made in recognition of public employees who have made outstanding contributions to the federal service.

Since its inception in 1955, the program has gained Presidential as well as nationwide recognition and support. Also, the continuing records of achievement set by the 140 public servants who hold the Career Service Award have added greatly to its growth.

The enclosed announcement tells in detail how the program functions and how candidates are nominated. May we also point out that field employee nominations are welcome.

Distribution of these announcement forms will come to your personnel office via John D. Roth, Director, Office of Incentive Systems in the U. S. Civil Service Commission.

The deadline for receiving nominations is January 31, 1969, and we would appreciate your early response.

This is a matter of extreme importance to a healthy career service and we need your personal involvement to make it a great success.

Sincerely,

Mortimer Caplin

Mortimer M. Caplin

Enclosure